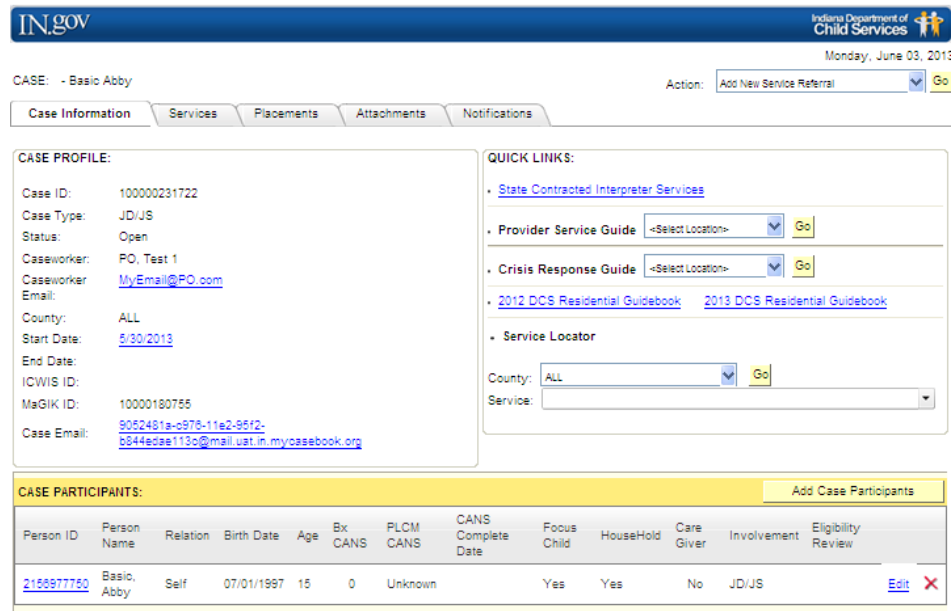
 INDIANA DEPARTMENT OF CHILD SERVICES	INDIANA DEPARTMENT OF CHILD SERVICES PROBATION SERVICES MANUAL	
	Chapter 1: Services	Effective Date:
	Section 3: Adding Case Participants	Version: 1

PROCEDURE



CASE PROFILE:

Case ID: 100000231722
Case Type: JD/JS
Status: Open
Caseworker: PO, Test 1
Caseworker Email: MyEmail@PO.com
County: ALL
Start Date: [5/30/2013](#)
End Date:
ICWIS ID:
MaGIK ID: 10000180755
Case Email: 9052481a-c975-11e2-95f2-b844edae113c@mail.usf.in.mycasebook.org

QUICK LINKS:

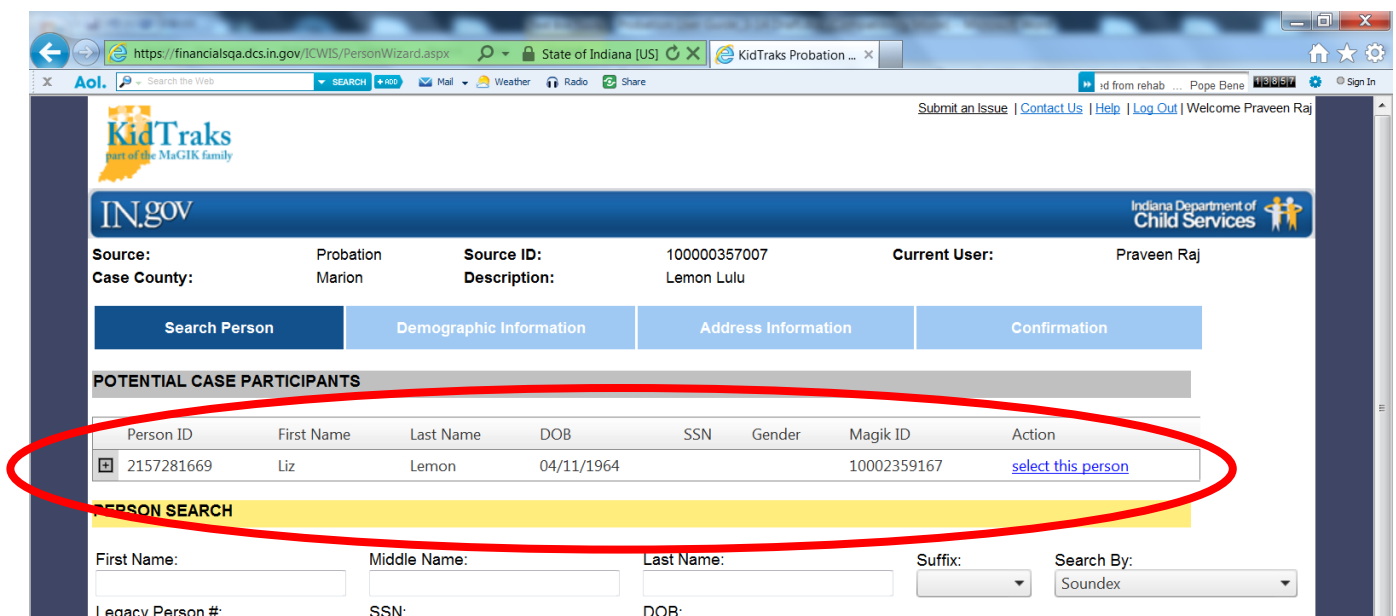
- State Contracted Interpreter Services
- Provider Service Guide
- Crisis Response Guide
- 2012 DCS Residential Guidebook 2013 DCS Residential Guidebook
- Service Locator

County:
Service:

CASE PARTICIPANTS:

Person ID	Person Name	Relation	Birth Date	Age	Bx CANS	PLCM CANS	CANS Complete Date	Focus Child	Household	Care Giver	Involvement	Eligibility Review
21558977750	Basio, Abby	Self	07/01/1997	15	0	Unknown		Yes	Yes	No	JD/JS	Edit <input type="button" value="X"/>

For service cases, all persons who will be participating in the service(s) need to be added as Case Participants. If the service is for the child only, at least one parent/caregiver needs to be added so that service providers can contact the parent/caregiver. For placement cases, all members of the household at the time of removal need to be added as Case Participants. To add participants, click “Add Case Participants” on the right side of the “Case Participants” grid. This activates the Person Wizard and opens the “Search Person” section.



Source: Probation **Source ID:** 100000357007 **Current User:** Praveen Raj
Case County: Marion **Description:** Lemon Lulu

Search Person **Demographic Information** **Address Information** **Confirmation**

POTENTIAL CASE PARTICIPANTS

Person ID	First Name	Last Name	DOB	SSN	Gender	Magik ID	Action
<input type="checkbox"/> 2157281669	Liz	Lemon	04/11/1964			10002359167	select this person

PERSON SEARCH

First Name: Middle Name: Last Name: Suffix: Search By:
Legacy Person #: SSN: DOB:

Potential case participants are identified in the grid above the “Person Search” grid. These are identified from past relationships with the focus child. Choose from one of these or use the search function to search for case participants. If the search returns a match, add the person to the case by clicking “Select this Person” in the upper right corner of the expanded demographics box.

Use the same diligent and thorough search process described under “Search for a Youth” to determine if a case participant has an existing person profile or if a new one needs to be created. This will help to reduce the number of duplicate person profiles.

When an existing person profile is selected or if creating a new person profile to add as a Case Participant, four questions appear above the Demographic Information. All are required fields to proceed.

IN.gov Indiana Department of Child Services

Source: Probation Source ID: 100000231722 Current User: Test 1 PO
Case County: ALL Description: Basic Abby

[Search Person](#) **Demographic Information** [Address Information](#) [Confirmation](#)

When did this person become a case participant?:*

Does this participant live in the household?:* ☐ Yes ☐ No as of *

Is this participant a caregiver?:* ☐ Yes ☐ No

New member is related as to Basic Abby*

DEMOGRAPHIC INFORMATION

First Name:* Middle Name: Last Name:* Suffix:

SSN: SSN Verification:

DOB: Age: DOB Verification:

Date of Death: Death Verification:

Gender:* ☐ Female ☐ Male ☐ Unknown

Citizenship Status:* ☐ US Citizen (by birth) ☐ US Citizen (naturalized) ☐ Qualified (Legal) Alien ☐ None

Citizenship Verification:*

When did this person become a case participant? This question is asking when the person joined the case. If the case participant is being added at the same time the case is being created, use the first day of the month in which services will start or the first day of the month in which removal occurred. If the case participant is being added to an existing active case, use the first day of the month that they joined the case.

Does this participant live in the household? A “Yes” response triggers the HHM (Household Member) identifier and the address that was entered for the focus child will be the same for the case participant. The date will default to the date that the person became a case participant. It can be modified to an earlier date if the actual date that the family began residing at the address

is known. If the case participant is joining the household later – after the case was created – use the actual date that the person began residing at that address.

A “No” response means that the person does not reside in the youth’s household. A separate address will be added for this person in the next screen. The address begin date should be the first day of the month in which services will start or the first day of the month in which removal occurred, unless the actual date is known.

Is this participant a caregiver? A “Yes” response triggers the caregiver identifier. Any number of persons may be identified as “caregiver” to the youth, including case participants that are non-household members.

Relationship to Focus Child – select the relationship of the case participant to the focus child from the drop-down options.

The “Person Wizard” that is activated when adding Case Participants is similar to the “Person Wizard” used when creating the focus child and case. However, there are only three sections: Demographic Information, Address Information and Confirmation. Movement through the sections is the same and the data is not saved until the PO clicks “Save” on the Confirmation section.

Address Information – Case Participants

For case participants who are household members, the address section will be auto-populated with the same address as the focus child. It cannot be edited. If an address for a HHM needs to be changed (i.e. the HHM moves out of the home), the HHM indicator question needs to be changed to “No” and then the participant’s address can be edited. The address begin date will be auto-populated to the same date identified that the person became a household member.

Search Person	Demographic Information	Address Information	Confirmation
ADDRESS INFORMATION			
Select a known address: <input type="text"/>			
Address:*			
<input type="text" value="1919 Willowbrook"/>			
City:*	State:*	Postal Code:	
<input type="text" value="Richmond"/>	<input type="text" value="IN"/>	<input type="text"/>	
County:	Country:	Begin Date:*	
<input type="text" value="Wayne"/>	<input type="text" value="USA"/>	<input type="text" value="1/1/2013"/>	
<input type="button" value="Previous"/>		<input type="button" value="Next"/>	

For case participants who are non-household members, the address information will need to be entered. If the participant already existed in the system, their previous address will auto-populate with the “Begin Date” reflecting when this address was created in the system. Both the address and the “Begin Date” can be modified if the case participant has a different current address. The modified “Begin Date” should be completed based on the first day of the month in which the service referral will start (for service cases) or the first day of the month in which the child was detained/removed (for placement cases), unless an earlier date is known.

Confirmation Page – Case Participants

After all data has been entered and verified, click “Save” in the lower, right corner and the person will be added to the case as a Case Participant. **Exiting this page prior to clicking the “Save” button will delete all data.**

Search Person		Demographic Information		Address Information		Confirmation	
DEMOGRAPHIC INFORMATION						Edit	
When did this person become a case participant?: 1/1/2013							
Does this participant live in the household?: Yes as of 1/1/2013							
Is this participant a primary caregiver?: Yes							
Relationship: New member is related as parent to Basio Abby							
First Name: Mother		Middle Name:		Last Name: Basio		Suffix:	
SSN:		SSN Verification:		DOB: 8/13/1972		Age: 40	
Gender: Female		Citizenship Status: US Citizen (by birth)		DOB Verification: ICES			
		Citizenship Verification: ICES					
Home:		Cell: 3172748912		Work:		Other:	
ADDRESS INFORMATION						Edit	
Address: 1919 Willowbrook							
City: Richmond		State: IN		Postal Code:			
County: Wayne		Country: USA		Begin Date: 1/1/2013			
What is the Family Structure of this household?: Married Couple							
Previous				Save			

Once the case participant's data is saved, the person appears on the Case Information page.

Case Information													Services	Placements	Attachments	Notifications	
CASE PROFILE:													QUICK LINKS:				
Case ID: 10000231722													• State Contracted Interpreter Services				
Case Type: JD/JS													• Provider Service Guide <Select Location> Go				
Status: Open													• Crisis Response Guide <Select Location> Go				
Caseworker: PO, Test 1													• 2012 DCS Residential Guidebook 2013 DCS Residential Guidebook				
Caseworker Email: MyEmail@PO.com													• Service Locator				
County: ALL													County: ALL Go				
Start Date: 5/30/2013													Service: <input type="text"/>				
End Date:																	
ICWIS ID:																	
MaGIK ID: 10000180755																	
Case Email: 9052481s-c978-11e2-95f2-b844edae1130@mail.uat.in.mycasebook.org																	
CASE PARTICIPANTS:													Add Case Participants				
Person ID	Person Name	Relation	Birth Date	Age	Bx CANS	PLCM CANS	CANS Complete Date	Focus Child	HouseHold	Care Giver	Involvement	Eligibility Review					
2158977750	Basio, Abby	Self	07/01/1997	15	0	Unknown		Yes	Yes	No	JD/JS	Edit X					
2158977819	Basio, Mother	parent	08/13/1972	40	0	Unknown		No	Yes	Yes	JD/JS	Edit X					